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This annotated bibliography of current sources of information on employment and continuing education for women is divided into sections on background facts (including publications on the socioeconomic status and characteristics of women), conferences and workshops on women workers, employment opportunities in the Federal government, employment of mature college and noncollege women, guidance, counseling, and occupational information, job hunting aids, research on poverty, employment, and aging, small business aids and source materials, the status of working women, training to upgrade skills, volunteer work, continuing education, programed self-instruction and audiovisual materials, correspondence study, special college and noncollege credit programs. (ly)

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RESOURCES FOR THE EMPLOYMENT OF MATURE WOMEN AND/OR THEIR CONTINUING EDUCATION

A Selected Bibliography and Aids

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F O R E W O R D

Federation Employment and Guidance Service is pleased to make this material available as another contribution in a series of releases on pertinent current vocational and career planning subjects.

More women are working than ever before. They now constitute one-third of the labor force. Many mature women want to resume their education, or return to work. This publication was prepared to be of assistance to these women, and those who counsel them.

We wish to express special thanks to our librarian, Miss Anna Elkin, who prepared this most useful bibliography.

Additional copies of this material may be obtained by sending 35¢ for each copy to the agency to cover the cost of postage and handling.

Sidney H. Witty
President

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RESOURCES FOR THE EMPLOYMENT OF MATURE WOMEN AND/OR THEIR CONTINUING EDUCATION

A Selected Bibliography

BACKGROUND FACTS

ACTION FOR OLDER AMERICANS. 1964 Annual Report of the President's Council on Aging. 1965. 71 p. The report reviews what the Federal Government has done in income maintenance, employment, health, etc. Statistics on older women workers - p. 24-25. U.S. Govt. Printing Office, Washington, D. C. 20402. 30¢.

AMERICAN WOMEN. Report of the President's Commission on the Status of Women. 1963. 86 p. Discusses education and counseling for the mature woman, women in employment, their labor standards and their economic security. Lists women organizations cooperating in the commission. (p. 86). U.S. Govt. Printing Office, Washington 25, D. C. $1.25.

ARE WOMEN TAKING MEN'S JOBS? Women's Bureau. U.S. Dept. of Labor, Washington 25, D. C. Free.

BACKGROUND FACTS ON WOMEN WORKERS IN THE U.S. 1965. 15 p. Highlights current data on labor force participation of women, the industries, and occupations in which they are employed, the full-and part-time status of women workers. Women's Bureau, U.S. Dept. of Labor, Washington 25, D.C. Free.*

THE CHANGING ROLE OF WOMEN IN AMERICAN SOCIETY. Daisy K. Shaw. Guidance News, April, 1965, p. 2. New York City Board of Education. Bureau of Educational and Vocational Guidance, 110 Livingston Street, Brooklyn, New York. (This issue includes excerpts from the President's Commission on the Status of Women's Report, "American Women: Analysis and Recommendations" having special significance for guidance, p. 5 and "Resource Material: Women and the World of Work", p. 6). Free.

THE CHANGING ROLE OF WOMEN IN THE WORLD OF WORK. November, 1963. 20 p. Bureau of Labor Statistics, U.S. Dept. of Labor, 341 Ninth Avenue, New York, N. Y. 10001. Free.

EFFECTS OF TECHNOLOGICAL CHANGE ON OCCUPATIONAL EMPLOYMENT PATTERNS IN THE UNITED STATES. Ewan Clague. 1964. 23 p. Bureau of Labor Statistics. U.S. Dept. of Labor, Washington 25, D. C. Free.

* The Interdepartmental Committee on the Status of Women, U.S. Dept. of Labor, Washington, D. C. 20210, publishes a "Newsletter", PROGRESS-AMERICAN WOMEN. Free mailing list.

EMPLOYING OLDER WORKERS. A Record of Employers' Experience. 1959. 56 p. Covers hiring older workers; keeping older workers on the job; terminating employment of senior workers; group practices. Bureau of Employment Security. U.S. Dept. of Labor, Washington 25, D. C. Free.

FOUR CONSULTATIONS. Private Employment Opportunities; New Patterns in Volunteer Work; Portrayal of Women by the Mass Media; and Problems of Negro Women. The President's Commission on the Status of Women. 1963. 38 p. U.S. Govt. Printing Office, Washington 25, D. C. 35¢.

GOVERNORS' COMMISSIONS ON THE STATUS OF WOMEN. 1964. 8 p. Leaflet. Describes background and work of the Commission. Women's Bureau. U.S. Dept. of Labor, Washington 25, D. C. Free.

LABOR FORCE PROJECTIONS FOR 1970-1980. Sophia Cooper and Denis F. Johnston. Special Labor Force Report #49. In Monthly Labor Review, February, 1965. p. 129-140. Labor force projections from 77 million in 1964 to 86 million in 1970, and to 101 million in 1980. Adult women to be a considerable part of this increase. Many will be inexperienced and seeking jobs at entry levels. Distribution and changes in labor force by age, marital and family status, sex. Bureau of Labor Statistics, U.S. Dept. of Labor, Washington 25, D. C. Reprint. Free.

MANPOWER REPORT OF THE PRESIDENT AND A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted to Congress March, 1966. 229 p. Covers manpower outlook; hidden costs of unemployment; youth programs and education; new resources for training. U.S. Govt. Printing Office, Washington 25, D. C. $1.75.

MANPOWER RESEARCH AND TRAINING. A Report by the Secretary of Labor. W. Willard Wirtz. 1966. 216 p. Covers MDTA training programs; special experimental and demonstration programs; evaluation of manpower training programs; man's motives for work; matching workers and jobs; training in correctional institutions; estimating future manpower requirements; redirection of training. U.S. Govt. Printing Office, Washington 25, D.C. $1.25.

MORE ABOUT AGE AND ACHIEVEMENT. Harvey C. Lehman. In the Gerontologist. Sept., 1962. p. 141-148.

1965 HANDBOOK ON WOMEN WORKERS. Brings together and analyzes essential information concerning women's employment and occupations; age and marital status of women workers; their earnings, income and education; State laws affecting employment of women. Women's Bureau, U.S. Dept. of Labor. 321 p. U.S. Govt. Printing Office, Washington, D. C. $1.00.

REPORT OF THE COMMITTEE ON HOME AND COMMUNITY. President's Commission on the Status of Women. 1963. 51 p. Contains a brief analysis of the task of homemaking, analysis and recommendations with respect to needed services related to employment and related areas, resources in untapped womanpower-both paid and volunteer, responsibility of agencies to provide these essential services. U.S. Govt. Printing Office, Washington 25, D.C. 35¢.

REPORT OF THE COMMITTEE ON PRIVATE EMPLOYMENT. President's Commission on the Status of Women. 1963. 55 p. Recommendations for equal employment opportunity for women, equal pay, utilizations of skills through part-time employment. U.S. Govt. Printing Office, Washington, D. C. 40¢.

SERVING THE OVER-40 WORKER. Employment Security Review. November, 1963. p. 3-28. Series of articles include 'Experience Unlimited'; Job Development for Older Workers'; 'A New Approach to Older Worker Problems'; U.S. Govt. Printing Office, Washington 25, D. C. 20¢.

THE STATUS OF THE MATURE GIFTED INDIVIDUAL AS A BASIS FOR EVALUATION OF THE AGING PROCESS. Helen Marshall and Melita H. Oden. In the Gerontologist, December, 1962. p. 201-206.

SUGGESTED GUIDELINES FOR FURTHER COORDINATION OF EDUCATIONAL INSTITUTIONS AND EMPLOYMENT SERVICES. National Vocational Guidance Assoc., In the Vocational Guidance Quarterly, Spring, 1965. p. 215-221.

TRENDS IN EDUCATIONAL ATTAINMENT OF WOMEN. 1965. 17 p. Examines the relationship between a woman's education and her labor-force participation Charts and tables. Women's Bureau. U.S. Dept. of Labor, Wash., D.C. Free

WHAT'S NEW ABOUT WOMEN WORKERS? Revised 1963. Women's Bureau. U.S. Dept. of Labor, Washington 25, D. C. 5¢.

WOMEN AT WORK. Midge Decter. Commentary. March, 1961. p. 243-250.

WOMEN IN POVERTY. July, 1964. 6 p. Prepared at the request of the Women's Section, President's Task Force on the War Against Poverty, Women's Bureau, U.S. Dept. of Labor, Washington 25, D.C. Free.

WOMEN WORKERS IN 1960: GEOGRAPHICAL DIFFERENCES. Bulletin 284. 1962. 17 p. Geographical shifts in the employment of women 1950-1960. Includes personal, occupational, and income characteristics. U.S. Govt. Printing Office, Washington 25, D. C. 15¢.

CONFERENCES AND WORKSHOPS: WOMEN WORKERS

CATALYST. Proceedings from the First Catalyst on Campus Conference. A Program Proposal. Discusses the special needs of women; Academic-Vocational Counseling and Placement; Continuing Education on-and-off campus; Motivation for continuing education. Conference held at Margaret Carnegie College, Carnegie Institute of Technology, May 15-16. 1964. 94 p. Catalyst, 10 East End Ave., New York, N. Y. 10021. $1.00.

EMPLOYMENT AND THE MATURE WOMAN: A GROUP SEMINAR. James Hefter. The Vocational Guidance Quarterly. Summer, 1962. p. 251-253. Article describes the use of the group conference by two community agencies to help mature women make the stride from home to work.

PROBLEMS AND PROSPECTS OF WORKING WOMEN. Conference held at University of Southern California, Los Angeles, California, Sept. 8-9, 1961. 29 p. Women's Bureau, U.S. Dept. of Labor, Washington 25, D. C. Free.

REPORT OF CONNECTICUT VALLEY CONFERENCE ON EMPLOYMENT PROBLEMS OF WOMEN. Held at Mount Holyoke College, South Hadley, Mass. March 16-17, 1962. 31 p. Women's Bureau, U.S. Dept. of Labor, Washington 25, D.C. Free.

REPORT OF FIRST WORKSHOP, 1962. Anne Cronin, Director. 1963. 20 p. Also a Bibliography, "Recommended Reading". 1965. 4 p. Purpose to help check the waste of talent and abilities among educated women. Seven College Vocational Workshops, 606 West 120 Street, N. Y., 10027. Free.

REPORT OF MICHIGAN CONFERENCE ON PROBLEMS OF EMPLOYED WOMEN. Held at Michigan State University, East Lansing, Michigan. Sept. 30, 1961. 23 p. Women's Bureau, U. S. Dept. of Labor, Washington 25, D. C. Free.

REPORT OF THE WORLD OF WORK CONFERENCE ON CAREER AND JOB OPPORTUNITIES. Held at Howard University, Washington, D. C. July 27-28, 1962. 36 p. Women's Bureau. U. S. Dept. of Labor, Washington 25, D. C. Free.

REPORT OF UNIVERSITY OF IOWA CONFERENCE ON EMPLOYMENT PROBLEMS OF WORKING WOMEN. Held at Iowa Memorial Union, Iowa City, Iowa, May 10-11, 1963. 30 p. Women's Bureau, U. S. Dept. of Labor, Wash., 25, D. C. Free.

TODAY'S WOMAN IN TOMORROW'S WORLD. Report of Conference Commemorating the 40th Anniversary of the Women's Bureau. June 2-3, 1960. Washington, D.C. Bulletin No. 276. 138 p. Discusses expected problems of women workers in tomorrow's world, their special training and educational requirements, job discrimination. U.S. Govt. Printing Office, Washington 25, D. C. 50¢.

EMPLOYMENT: GOVERNMENT

FEDERAL CAREERS FOR WOMEN. Rev. 1964. 12 p. Future prospects and the way to a Federal Career. U.S. Govt. Printing Office, Wash., D.C. 10¢.

REPORT OF THE COMMITTEE ON FEDERAL EMPLOYMENT. President's Commission on the Status of Women. 1963. 195 p. Work opportunities for women in the Federal Civil Service, the Military Service, and the Foreign Service. U.S. Govt. Printing Office, Washington 25, D. C. $1.50.

TAIENT SEARCH FOR WOMANPOWER. Evelyn Harrison. In AAUW Journal. March, 1965. p. 99-101. Current search for high level woman-power for Federal Employment.

WOMEN IN THE FEDERAL SERVICE, 1939-1959. Revised 1962. 21 p. Status of women workers in the Federal Service, locations, grades and salaries, and occupations. Also employment trends. U.S. Govt. Printing Office, Washington 25, D. C. 15¢.

U.S. CIVIL SERVICE COMMISSION JOB BRIEFS. Selected Federal jobs. Sample test questions. Office of Economic Opportunity, Washington 25, D.C. 1966. 74 p. Free.

EMPLOYMENT: MATURE COLLEGE WOMEN

THE CHANGING ROLE OF COLLEGE WOMEN. A Bibliography. Jane Schwartz. 1962. 4 p. Practical considerations for women returning to work, and programs for education and retraining. Alumnae Advisory Center, 541 Madison Avenue, New York 22, N. Y. 50¢.

DEMAND AND SUPPLY OF COLLEGE GRADUATES TO 1975. Proportion of newly trained college graduates by field of specialization expected to enter each field, re-entrants to occupations and supply of college graduates from other sources. U.S. Bureau of Labor Statistics, Division of Manpower and Outlook, Washington 25, D. C. (In Process).

EMPLOYMENT OUTLOOK FOR 1964 GRADUATES OF TWO-YEAR COLLEGE PROGRAMS. Bureau of Labor Statistics, U.S. Dept. of Labor, Washington, D. C. Free.

JOB HORIZONS FOR COLLEGE WOMEN IN THE 1960'S. 1964. 78 p. Types of careers open to college women, educational and training requirements for entry into various professions. Suggests resources for major occupational fields. U.S. Govt. Printing Office, Washington, D. C. 20402. 30¢.

JOB OPPORTUNITIES FOR WOMEN COLLEGE GRADUATES. Monthly Labor Review. April, 1964. p. 396-400. U. S. Bureau of Labor Statistics, Division of Manpower and Occupational Outlook, Washington 25, D. C.

A MANAGEMENT TRAINING PROGRAM FOR WOMEN COLLEGE GRADUATES, age 35-55 who plan on returning to the labor force is in the process of experimentation. For details, write to Franklin B. Dexter, Personnel Supervisor, Training Methods, New York Telephone Co., 140 West St., New York 10007.

PART-TIME EMPLOYMENT. Employer Attitudes on Opportunities for the College-Trained Woman. Jane Schwartz. A survey to find guidelines toward the more effective use of college-trained women who are available only part time. Alumnae Advisory Center, Inc., New York, N. Y. 1964. 62 p. $1.00.

PART-TIME RESEARCH ASSOCIATES. Opportunities for talented, married college graduates to do part-time work. Mrs. Audrey C. Cohen, President, Part-Time Research Assoc., Box 3393, Grand Central Station, New York 17, New York.

PATTERNS IN WOMANPOWER: A PILOT STUDY. In Journal of the National Assoc. of Women Deans and Counselors, January, 1962, p. 81-87. A pilot study of 100 working women in New York City. Suggests methods to aid in bringing educated womanpower, 30-plus back into the labor force, and lists areas for further research.

THE PLACEMENT OF COLLEGE TEACHERS. David G. Brown. (Carroll Hall, University of North Carolina, Chapel Hill, North Carolina). A Research Contract sponsored under the Manpower Development and Training Act by the U. S. Dept. of Labor, Office of Manpower, Automation and Training. June 12, 1964. 9 p. Manpower Administration, U. S. Dept. of Labor, Washington 25, D. C. Free.

EMPLOYMENT: NON-COLLEGE

CAREER CLINIC FOR MATURE WOMEN, INC. OF GREATER MINNEAPOLIS. A guide book to help mature women acquire employable skills and adjust to business life. January, 1964. 35 p. Details of development and operation to develop an education program to help women help themselves. Nannette Jayne Elmquist, Career Clinic for Mature Women, Inc. City Hall, Room 127, Minneapolis 15, Minn. Free.

CONTINUING REPORT ON JOB HORIZONS FOR WOMEN IN NEW YORK STATE. Information on resources and trend setter projects of value to community organizations and professional and educational groups interested in promoting job and vocational opportunities in New York State. New York State Woman's Program. Dept. of Commerce, New York State, 112 State Street, Albany, New York. Ask to be placed on mailing list. (New York State residents only). Free.

EARNING OPORTUNITIES FORUM FOR MATURE WORKERS. Proceedings of conference held in Nashville, Tenn. October 6, 1960. 1961. 57 p. Dept. of Employment Security. Nashville, Tenn. Free.

EVERYBODY'S TALKING ABOUT TRAINED WORKERS FOR THE FUTURE. Women Workers Can Meet the Challenge. July, 1963. 8 p. Women's Bureau. U. S. Dept. of Labor, Washington 25, D. C. Free.

PART-TIME EMPLOYMENT FOR WOMEN. Bulletin 273. 53 p. 1960. Pertinent information on occupations which lend themselves to part-time work. U.S. Govt. Printing Office, Washington 25, D. C. 30¢.

PRIVATE EMPLOYMENT OPPORTUNITIES. In "Four Consultations". Report of the President's Commission on the Status of Women, page 1-7. See item two on page two of this list.

SO YOU WANT TO GO TO WORK. Brochure describes jobs in demand for mature women. Nassau Program of General Assistance for Ladies Seeking Job Information. The Nassau GALS Program. Vocational Education and Extension Bd., County of Nassau, 288 Old Country Road, Mineola, L.I. 8 p. Free.

UNEMPLOYMENT OF WOMEN. Women's Bureau for the National Manpower Advisory Committee, Washington 25, D. C. Free.

WHAT'S NEW ABOUT WOMEN WORKERS? Leaflet No. 18. 1963. U.S. Govt. Printing Office, Washington 25, D. C. 5¢.

GUIDANCE AND COUNSELING: MATURE WOMEN: OCCUPATIONAL INFORMATION

CAREER GUIDE FOR DEMAND OCCUPATIONS. 1965. 40 p. Information on occupations that are in demand in many areas and require pre-employment training. Includes special characteristics inherent in the job. U.S. Govt. Printing Office, Washington 25, D. C. 30¢.

CAREERS FOR WOMEN IN THE BIOLOGICAL SCIENCES. 1961. 86 p. U.S. Govt. Printing Office, Washington 25, D. C. 40¢.

CAREERS FOR WOMEN AS TECHNICIANS. 1961. 28 p. U.S.Govt. Printing Office. Washington 25, D. C. 20¢.

CHANGES IN WOMEN'S OCCUPATIONS, 1950-1960. Discusses the shifts in women's employment by type of work and major occupational group and the detailed occupations in which women's employment had increased over the 10-year period. 1965. Women's Bureau, U.S. Dept. of Labor.

THE CHANGING WORK PATTERN OF COLLEGE WOMEN. Journal of College Placement, April, 1964. p. 28-29.

CLERICAL OCCUPATIONS FOR WOMEN-TODAY AND TOMORROW. 1964. 69 p. Directed to mature women returning to the labor force and employed women who wish to explore new fields. Highlights changes in demand, duties, and preparation for clerical work. U.S. Govt. Printing Office, Washington 25, D.C. 35¢.

COUNSELING IMPLICATIONS OF WOMAN'S CHANGING ROLE. Gertrude Zemon Gass. Personnel and Guidance Journal, March, 1959, p. 482-487.

COUNSELING MATURE ADULTS. Cornelia McCune. Descriptive paper presented at the 1965 Annual Convention of the American Personnel and Guidance Assoc. (See MP Guidelines, Women's Continuing Education Program, May, 1965, Univ. of Minn., Minneapolis, Minn. 55455).

COUNSELING OF GIRLS AND MATURE WOMEN. Janice N. Hedges. Some special considerations. Employment Service Review, Dec., 1964. p. 23-24.

COUNSELOR'S GUIDE TO OCCUPATIONAL AND OTHER MANPOWER INFORMATION. An annotated bibliography of over 300 selected government publications providing counselors with occupational and related information. Includes a list of Federal Govt. periodicals of particular interest to counselors. An excellent directory of government resources. 1965. 87 p. U.S. Govt. Printing Office, Washington 25, D. C. 50¢.

JOB HORIZONS FOR NEW YORK STATE WOMEN. A Catalog of Information Sources. A list of free and inexpensive resource materials on careers; current books dealing with job opportunities for women; and a listing of community-sponsored agencies offering vocational counseling services for women. Woman's Program, New York State Dept. of Commerce, 112 State Street, Albany, New York 12207. Available to New York State residents. Free.

OCCUPATIONAL INFORMATION. A Classified Bibliography. Marjorie E. Michels. Revised 1960. 24 p. Counseling Center. University of California, Berkeley, California. Apply.

OCCUPATIONAL LITERATURE. An Annotated Bibliography. Gertrude Forrester. 1964. 675 p. H. W. Wilson Company, New York. $7.50.

OCCUPATIONAL OUTLOOK HANDBOOK. 1966-1967. Employment Information on Major Occupations for Use in Guidance. 1966. 856 p. U.S. Govt. Printing Office, Washington 25, D. C. $5.00. (Revised every two years).

#OCCUPATIONAL OUTLOOK QUARTERLY. Supplements the Handbook. It expands and updates occupational outlook and manpower information between Handbook editions. Provides counselors with current information on employment trends and outlook. U.S. Govt. Printing Office, Washington 25, D.C. Annual subscription (4 issues) $1.25.

#THE QUIET REVOLUTION IN LEISURE TIME. Peter Henle. Occupational Outlook Quarterly. May, 1965 p. 5-9. (Entire issue devoted to "Recreation in Review'). Bureau of Labor Statistics, U.S. Dept. of Labor, Washington 25, D.C. (Per copy 35¢).

#REPORT ON UNDERGRADUATE COUNSELING AND CONTINUING EDUCATION AND GUIDANCE FOR MATURE WOMEN. H. Gilbert Nicol in Proceedings from the First Catalyst on Campus Conference. p. 80-86. Includes survey of programs, undergraduate and graduate; financial assistance; special broad programs for adults; non-credit seminars for mature women. Margaret Morrison.Carnegie College, Carnegie Institute of Technology, May 15-16, 1964. 94 p. Pittsburgh 13, Pa.$1.

TEACHING AS A CAREER. Rev. 1965. 32 p. To stimulate capable mature persons for careers in education. Includes a special section on new teaching opportunities and emphasizes opportunities for teaching in colleges and universities. U.S. Govt. Printing Office, Washington 25, D. C. 20¢.

WOMEN IN SCIENTIFIC CAREERS. NSF 61-50. 1961. 18 p. Presents the educational and occupational characteristics of women in the labor force and in science careers. Career possibilities in science and potential of women as technical workers. U.S. Govt. Printing Office, Washington, D.C. 20¢.

JOB HUNTING AIDS: MATURE WOMEN

APPLYING FOR YOUR FIRST JOB. Gertrude H. Frese. 2 p. leaflet. Woman's Program. New York State Dept. of Commerce, 112 State Street, Albany, N.Y.Free.

ARE YOU A WOMAN LOOKING FOR A JOB? Pointers on type of job to look for and how to look for it. 1964. 10 p. New York State Dept. of Labor, Division of Employment, 370 Seventh Avenue, New York City. Free.

CONSUMER INFORMATION SOURCES. Dec. 1963. 23 p. A useful listing of sources that may be helpful for employment suggestions for the mature woman. Catalog prepared by the Woman's Program, New York State Dept. of Commerce, 112 State Street, Albany 7, New York. Free.

DO YOU THINK YOU WANT A JOB? Drue E. Matthews. 1964. 21 p. Points out basic procedures for mature women returning to work. Alumnae Office, Mount Holyoke College, South Hadley, Mass. 35¢.

DO'S AND DONT'S FOR MATURE JOB SEEKERS. 1962. 5 p. National Assoc. of Manufacturers, Industrial Relations Division, 277 Park Ave., New York, N.Y. Free.

FAMILY FINANCIAL PLANNING. News page issued regularly by the Women's Division, Institute of Life Insurance, New York, N. Y. 10017 contains interesting data on mature women workers. Free.

GUIDE TO PREPARING A RESUME. Henrietta Winkler and Ruth Florenz. A guide to help one evaluate his "selling points" and present them in an effective organized manner. 37 p. New York State Employment Service, Professional Office, 444 Madison Ave., New York City 22, N. Y. Free.

HOW TO GET AND HOLD THE RIGHT JOB. 1964. 19 p. U.S. Dept. of Labor. U.S. Govt. Printing Office, Washington 25, D. C. 10¢.

HOW TO LAND THE JOB YOU WANT. Jules Z. Willing. 192 p. A complete, detailed, blueprint for resume writing and covering all methods of job hunting. The New American Library, 501 Madison Avenue, New York 22. 50¢.

JOBS IN THE NEW YORK-NORTHEASTERN NEW JERSEY AREA. Including Statistical Summary. December, 1964. 30 p. The report analyzes job patterns during 1958-1963, providing estimates of labor force replacement needs of the 1960's for workers at various skill levels. Single copy free. U.S. Dept. of Labor, 341 -9th Avenue, New York 10001.

MAKING THE MOST OF YOUR JOB INTERVIEW. 1964. 18 p. New York Life Insurance Company, 51 Madison Avenue, New York City. Free.

"MAN MARKETING CLINIC", a free service for additional help in improving one's resume, sponsored by the Sales Executive Club of New York. (meets 7 p.m. Tuesday evenings, Conference Room #3, New York Life Insurance Co. Annex Bldg., Madison Ave. & 27th St.) Aids in helping job seekers how to successfully market their special talents and experience; also to organize a job hunting campaign. Sales Executive Club of New York, Hotel Roosevelt, New York 17, New York.

MEMO ON JOB-FINDING FOR THE MATURE WOMAN. 1963. Leaflet No. 13. Importance of job skills, planning interviews, social security coverage for mature women in seeking employment. U.S. Govt. Printing Office, Washington, D. C. 5¢.

MERCHANDISING YOUR JOB TALENTS. Basic principles and techniques for organizing your own job hunting campaign. 1964. 20 p. U.S. Govt. Printing Office, Washington 25, D. C. 25¢.

SUGGESTIONS FOR WORKERS OVER 50. 8 p. Paul A. Wilson. Vocational Guidance Bureau, Cleveland, Ohio. Free.

TEN POINTS FOR WOMEN JOB SEEKERS. Dr. Niki Kominik. Covers three main areas; making appointments, preparing the resume, and the interview. 1964. 3 p. leaflet. Woman's Program, New York State Dept. of Commerce, 112 State Street, Albany, New York. Free.

WOMEN GO TO WORK AT ANY AGE. George Lawton. Altrusa International. 332 South Michigan Avenue, Chicago 4, Illinois. 50¢.

YOU CAN GET THAT JOB! Maturity is an Asset. 12 p. U. S. Govt. Printing Office, Washington 25, D. C. 10¢.

OVER FORTY? Hints for hunting a job; a guide to aid persons over 40 in obtaining employment. 1966. 6 p. State Commission on the Aging. Room 901-C State Office Bldg., Baltimore, Md., 21201. Free.

RESEARCH STUDIES

APPRAISING EMPLOYMENT OPPORTUNITIES FOR HOME ECONOMISTS IN THE TWIN CITIES. Mature home economists are extensively accepted for employment; and women retrained in Home Economics are welcomed for permanent full or part-time employment. Sears Roebuck Foundation grant for the School of Home Economics, Univ. of Minnesota, Minneapolis, Minn. Apply.

THE CHANGING SKILL AND OCCUPATIONAL COMPOSITION OF EMPLOYMENT OPPORTUNITIES Harvard University, Cambridge, Mass. John Dunlap. A study to develop more accurate groupings of occupations at various skills and responsibility levels to provide better estimates of changing job requirements. Manpower Administration, U. S. Dept. of Labor, Washington 25, D. C. Free.

COLLECTION AND ANALYSIS OF INFORMATION REGARDING EMPLOYMENT OF OLDER WORKERS. Anthony J. Fantaci. Project No. BES-AA-63-4-1. (Data of surveys completed in October 1964 were used in the 1965 Manpower Report of the President, p. 133-148. Older women workers included). Bureau of Employment Security, U.S. Dept. of Labor, Washington 25, D. C. $1.50.

DEMOGRAPHIC AND TEST CHARACTERISTICS OF MATURE FEMALE COLLEGE STUDENTS. Vera M. Schletzer, Nancy S. Wright and Earl Nolting, Jr. Purpose of study was to secure objective test data concerning the scholastic ability, personality characteristics, vocational interests, and values of mature women who expressed a desire for higher education. Paper to be published in the APGA Journal. For information, apply to Dr. Schletzer 219 TNM, University of Minnesota, Minneapolis 55455, Minn.

GROWING UP POOR. 117 p. 1966. U.S. Govt. Printing Office, Washington, 25, D.C. 45¢. An overview and anlysis of research related to child-rearing and family life patterns of the poor with implications for the emotional health, educational achievement, social adjustment, and marital stability of low-income families. Suggestions for action programs included.

PROJECT ON MIDDLE AGE. Jewish Vacation Association, 207 E. 84 St., New York 28. Research projects to show psychological and social forces that motivate middle-aged-women to seek employment. (Apply).

IN QUEST OF WIDER HORIZONS. The women after 40 thinks about a job. 1962. 22 p.

A MEMORANDUM ON THE MOTIVATIONS OF MIDDLE-AGED WOMEN IN THE LOWER EDUCATIONAL BRACKETS TO RETURN TO WORK. 1961. 29 p.

WOMEN IN THE MIDDLE YEARS. 1961. 27 p.

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SMALL BUSINESS BIBLIOGRAPHY. Small Business Administration, Washington 25, D.C. Catalogs listing complete series, available free, upon request. Pamphlets provide excellent sources and reference materials for starting individual business enterprises. Single copies of most publications are available free. Particularly useful for mature women are the following free pamphlets: (These are revised periodically).

Advertising-Retail Store. 1963. 8 p.
Apparel and Accessories for Women, Misses and Children. 1965.19 p.
Bakery Products. 1964. 8 p.
Bookstore Operation. 1963. 8 p.
Buying for Retail Stores. 1963. 12 p.
Catering. 1962. 24 p.
Food Stores. 1962. 8 p.
Gift and Art Stores, 1965. 8 p.
Handicrafts and Home Businesses. 1966. 19 p.
Hobby Shop. 1961. 8 p.
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Motels. 1962. 8 p.
National Mailing-List Houses. 1964. 12 p.
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Personnel Management. 1964. 8 p.
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Retail Florist. 1964. 8 p.
Retailing. 1963. 8 p.
Retail Merchandising and Promotion. 1964. 20 p.
Selling by Mail Order. 1965. 12 p.
Store Arrangement and Display. 1964. 8 p.
Store Location. 1964. 8 p.
Suburban Shopping Centers. 1963. 8 p.
Toys, 1965. 12 p.
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BASIC LIBRARY REFERENCE SOURCES FOR BUSINESS USE. January, 1963. A bibliography of sources of business information for the small business person, containing the basic business directories, guides, and reference materials, consulting services. 7 p. Small Business Administration, Washington 25, D. C. Free.

GUIDES TO INFORMATION SOURCES FOR EDUCATION IN DISTRIBUTION. 1961. 33 p. A basic guide of business tools; Federal government activities; workshops, seminars, and in-service training; business periodicals and fact books; directories, catalogs and related guides. U.S. Dept. of Commerce. U.S. Govt. Printing Office, Washington 25, D. C. 20¢.

INFORMATION SOURCES FOR LOCATING INDUSTRIAL PROSPECTS. A selected list of industrial and business periodical directories; information on how to locate new prospects. 1964. 23 p. Area Redevelopment Administration, U.S. Department of Commerce, Washington 25, D. C. Free.

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MARKETING RESEARCH PROCEDURES. 1963. 12 p. A bibliographic reference guide on how to discover and expand marketing research through use of proper research procedure and understanding of the marketing and economic environment. Small Business Administration, Washington 25, D. C. Free.

NATIONAL DIRECTORIES FOR USE IN MARKETING. 1963. 12 p. A bibliography for locating manufacturers of specific kinds of goods; business publications; trade and industrial associations; marketing information guides. Small Business Administration, Washington 25, D. C. Free.

RECORD KEEPING SYSTEMS. Small Stores and Service Trade. 1966. 12 p. Small Business Administration. Washington 25, D. C. Free. A list and brief description of record keeping systems for proprietors of small businesses with little or no experience or training in bookkeeping or accounting, who wish to maintain their own record system.

SOURCES OF INFORMATION ON AMERICAN FIRMS FOR INTERNATIONAL BUYERS. 1966. 26 p. Identifies sources from which names, addresses and commercial information on business firms in the U.S. are available; includes local sources; business directories; mailing list houses; trade and professional associations; trade journals, etc. U.S. Govt. Printing Office, Wash. 25, D.C. 15¢.

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This handbook serves as a ready source of reference, dealing with women in the labor force, laws governing women's employment, status and women's committees.

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PLANNING FUNCTIONAL FACILITIES FOR HOME ECONOMICS EDUCATION. 1965. 48 p. U.S. Govt. Printing Office, Washington, D. C. 20402. 45¢. Current developments in the home economics curriculum; facilities for teaching home economics.

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HOW TO SET UP A VOLUNTEER TALENT POOL FOR COMMUNITY SERVICE. 1964. 23 p. The Volunteer Talent Pool for the North Shore Communities of Chicago, 739 Elm Street, Winnetka, Illinois. Apply.

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Correspondence Sources: Bulletins and Brochures listing correspondence courses available through individual colleges and general correspondence schools, with or without credit, are free upon request. Some of these are:

Bulletin of the American School. Quarterly. American School, Chicago, Illinois, 60637.

Correspondence Courses in University Subjects. University of Missouri, Columbia, Mo. 65202.

Correspondence Study. Utah State University. Logan, Utah.

Correspondence Study. University of Washington, Seattle, Washington.

Correspondence Study Courses. University of Minnesota, Minneapolis, Minn. 55455.

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Correspondence Study Dept., College Courses, University of Oklahoma, Norman, Oklahoma.

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DIRECTORY OF CORRESPONDENCE SCHOOLS IN NEW YORK STATE. 1965. 7 p. University of the State of New York. State Education Dept., Division of Industrial Education, Albany, N. Y. 12224. Free.

A GUIDE TO CORRESPONDENCE STUDY IN COLLEGES AND UNIVERSITIES. Lists correspondence courses offered in 62 colleges, universities, and comparable educational agencies. Revised annually. Business Office, National University Extension Assoc., 122 Social Science Bldg., University of Minnesota, Minneapolis, Minn. 55455. 50¢.

THE HOME STUDY BLUE BOOK. Directory of Accredited Private Home Study Schools and Courses Meeting Standards of the Accrediting Commission. National Home Study Council, 2000 "K" Street, N. W., Washington 6, D. C. 40 p. Free.

LOOKING AT PRIVATE TRADE TRADE AND CORRESPONDENCE SCHOOLS. A Guide for Students. 8 p. American Personnel and Guidance Assoc., 1605 New Hampshire Avenue, N. W.,Washington, D. C. 20009. 25¢.

A NEW VIEW OF YOU: Contains new self-evaluation tests for women interested in continuing their studies. Women's Institute for Continuing Study. Scranton, Pennsylvania. 18515. Free.

NUEA CRITERIA AND STANDARDS FOR CORRESPONDENCE STUDY. Director of the Correspondence Instruction Program, 427 Extension Bldg., Madison, Wisconsin. Free.

ON OBTAINING COLLEGE CREDIT FOR HOME STUDY. Includes a listing of colleges giving credit for home study. The Institute for University Studies, 76 Lincoln Avenue, Bergenfield, New Jersey. Free.

WOMEN'S INSTITUTE FOR CONTINUING STUDY. Catalog tells about WICS programs and correspondence courses offered to serve the special educational needs of American women. 61 p. WICS, Scranton, Penna. 18515. Free.

PROGRAMED SELF-INSTRUCTION AND AUDIO-VISUAL MATERIALS

FOUR CASE STUDIES OF PROGRAMED INSTRUCTION. 1964. 119 p. These four cases of so-called "discovery teaching" try to identify the circumstances and characteristics that seem to go with favorable or unfavorable results. These studies are suggestive and provocative. Fund for the Advancement of Education, 477 Madison Ave., New York, 10022, New York. Free.

A HANDBOOK OF PROGRAMED LEARNING INFORMATION. William F. Ryan. 1964. 59 p. Discusses process of programing instruction, covering mass communication, computer technology, its utilization in the classroom, criteria for assessing programed instructional materials. Includes selected bibliography of instructional media and a directory of publishers and manufacturers of educational media. University of the State of New York, State Education Dept., Albany, New York. 12224. Free.

IMPROVING THE LEARNING ENVIORNMENT. A study on the local preparation of visual instructional materials. OE-34031. 1963. 148 p. Covers national survey of local production programs; case studies of outstanding programs; teacher opinions concerning local production; specific recommendations for initiating and expanding local production programs. U.S. Govt. Printing Office, Washington 25, D. C. $1.00.

LESSONS FOR SELF-INSTRUCTION IN BASIC SKILLS. Manual for Teachers. 1963. 40 p. Califronia Test Bureau, Monterey California.

METHODS, MATERIALS, AND TECHNIQUES IN MANPOWER TRAINING. Chaptor 7 in Education and Training: Passport to Opportunity, p. 43-48. (Discusses role of programed instruction in curriculum planning.) 4th Annual Report of the Dept. of Health, Education and Welfare to the Congress on Training Activities. 1966. 92 p. U.S. Govt. Printing Office, Wash.,D.C. 20402. 35¢.

NEW EDUCATIONAL MEDIA. TITLE VII. Research Reports. 1965. 14 p. U.S. Govt. Printing Office, Washington 25, D. C. 15¢. Abstracts of projects. (Public Law 85-864) for research, experimentation and dissemination of information for more effective utilization of TV, Radio, Motion Pictures, and related media for educational purposes, indexed by content area, instrctional level, and characteristic of study population.

THE OTHER KIND OF TEACHING. Eric Bender. Harper's. Jan. 1965. p. 47-55. Programmed instruction may prove an unexpectedly useful tool for either illiterates or the highly skilled.

PROGRAM AND SERVICES - 1965. A report on the Educational Materials Lab. Division of International Studies and Services. 1965. 4 p. Office of Education, U.S. Dept. of Health, Education and Welfare, Wash. 25, D. C. Free.

PROGRAMMED INSTRUCTION: WHAT IT IS AND WHERE IT IS GOING. Ned A. Rosen and Emil A. Mesics. Reprint Series No. 141. (Reprinted from Business Quarterly, Canada's Management Journal, Summer, 1963, p. 39-48). New York State School of Industrial and Labor Relations, Cornell University, Ithaca, New York. Apply.

THE RESEARCH ON PROGRAMED INSTRUCTION. An annotated bibliography. 1964. 114 p. U.S. Govt. Printing Office, Washington 25, D. C. 50¢.

SOURCES OF INFORMATION ON EDUCATIONAL MEDIA. John A. Moldstad. 1963. 29 p. Sources for self-instruction such as records, tapes, programmed learning, TV, Audio-Visual programs, team teaching, etc. U.S. Govt. Printing Office, Washington 25, D. C. 20¢.

SPECIAL CREDIT PROGRAMS

BROCHURES describing special programs and courses given in colleges to further Adult Education; to prepare for occupations; or college adapter programs:

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Brochure on Adult Education. Farleigh Dickinson University, East Rutherford, New Jersey.

Center for Continuing Education. Sarah Lawrence College, Bronxville, N.Y.

Center for Continuing Education of Women. Univ. of Michigan, Ann Arbor, Michigan.

Continuing Education Newsletter. School of Continuing Education, New York University, Washington Square, New York, 10003. Free mailing list.

A Distinctive Program Continuing Education for Women. University of Pennsylvania, Philadelphia, Pa.

Fordham University, School of General Studies, Rose Hill Campus, Bronx, N. Y., 10458. Offers degree programs for older applicants in the evening. Admission based mainly on interviews.

Goucher College Program in Continuing Education. Goucher College, Baltimore, Md.

Credit by examination. Brochure describing college-level examination program to meet needs of adults and unaffiliated students who have reached college-level proficiency through correspondence school, educational radio and TV, independent study. CEEB, 475 Riverside Drive, New York, N. Y. 10027.

New York City Board of Higher Education and the City University in conjunction with the State University of New York offer courses from six weeks to a year or more. Centers in Harlem and Brooklyn prepare persons for occupations; for further higher education. 536 E. 80 St., New York, N. Y. 10021.

Program for Continuing Education. St. Joseph's College for Women, Brooklyn, N. Y.

School of Continuing Professional Studies. Pratt Institute. Food Service Administration, design workshops, professional packaging, and others. Brooklyn, New York 11205.

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Women's Continuing Education Program. The Minnesota Plan for the Continuing Education of Women. MP Guidelines. Quarterly. 4 p. Free mailing list. Opportunities for Adult Education at the University of Minnesota. 10 p. Free. Minneapolis, Minn. 55455.

ADULT EDUCATION AND GUIDANCE SERVICES IN NEW YORK CITY. Programs for out-of school youths and adults. Revised yearly. NYC Board of Education, 110 Livingston Street, Brooklyn, New York 11201. Free.

DATA ON CPE CANDIDATE BACKGROUND. William A. Lyons. May, 1964. 25 p. (Three out of five New Yorkers who took the College Proficiency Examination in May, 1964 were women; more than 40% of these women were over 40. Many had developed their competencies through independent study, job experiences, and adult education courses). College Proficiency Program, State Education Dept., Albany, New York, 12224. Free.

THE NEW YORK COLLEGE PROFICIENCY PROGRAM. 1965. 77 p. A program of college credit by examination. Discusses what you need to know about college proficiency examinations, gives examination descriptions and lists cooperative New York colleges and universities. University of the State of New York, State Education Dept., Albany, New York, 12224. Free.

NEW YORK STATE COLLEGES WHICH OFFER CREDIT FOR 'STUDY ABROAD' is included in Going To College In New York State, page 137. See item No. 4 on page 19 of this Bibliography.

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PROCEEDINGS: PROFESSIONAL OPPORTUNITIES FOR WOMEN. A special program. 1964. 148 p. University Extension, University of California, Berkeley, California. Includes retraining for professions and part-time work out of the home. Apply.

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WOMEN VIEW THEIR WORKING WORLD. Based on a study in mental health for the Texas Federation of Business and Professional Women. Hogg Foundation for Mental Health, University of Texas, Austin, Texas. 1963. 47 p. 25¢.